



RESUME EXAMPLE



Name should be slightly larger font size than body of resume

Consider adding a branding statement or qualifications summary aligning with job postings and skills/abilities

Group experience by sections according to relevance to job posting

Start each bullet point with an action verb, being mindful of verb tense

Quantify accomplishments when appropriate

Consider paid and unpaid opportunities

Use a professional email address and have a professional voicemail; include LinkedIn url if profile is up-to-date and comprehensive

Write full name of degree(s) and date of expected graduation; may also list academic honors, GPA (3.0 or greater in most cases), and/or relevant coursework

Don't forget to add campus involvement or leadership activities, on or off campus

Kendra Communication

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Career Target: Public Relations

Recent Communication graduate pursuing entry-level opportunities in Public Relations. Effective communicator with experience building media lists, writing press releases, and conducting creative research. Enthusiastic team player who is driven and collaborative. Key strengths include:

- Content Creation
- Research
- Client Communications
- Public Relations
- Social Media Management
- Event Planning

Education

Bachelor of Arts in Communication 05/18
California State University San Marcos (CSUSM)

Communication Experience

Arts and Entertainment Editor 09/17-05/18
The Cougar Chronicle, CSUSM, San Marcos, CA

- Covered campus arts events and reported on happenings; produced two articles per week
- Developed engaging content for campus newspaper including movie and book reviews
- Adhered to internal edit/review policy by soliciting constructive feedback on content

Public Relations Intern 06/17-08/17
Fidelitas Development, San Diego, CA

- Maintained media list and updated database for upcoming stories
- Helped write press material, creative pitches, blog content, and other client communications
- Fielded publicity requests and general inquiries for the Public Relations department
- Conducted creative research for client campaigns

Other Experience

Server 09/15-Present
Tabu Sushi, San Marcos, CA

- Provide patrons with a comfortable and friendly dining experience in fast-paced environment
- Demonstrate knowledge of menu and communicate options to patrons

Volunteer Experience

Alternative Spring Break, Habitat for Humanity, Wilmington, DE 03/18

- Collaborated with student group to build home for family in need

Leadership Activities and Affiliations

Vice President 09/17-05/18
American Association of University Women (AAUW), CSUSM

- Coordinated logistics, including event set-up/breakdown, registration, and tabling for career exploration workshop at local high school
- Assisted in planning a speaker series featuring local community leaders; marketed event via Facebook and Instagram, attracting 50% more participants than previous year

Member 09/16-05/18
Communication Society, CSUSM

Computer Skills

Social Media: Facebook, Instagram, Twitter
Software: Adobe InDesign, Microsoft Office

Highlight skills based on relevance to job posting